

# Santa Rosa Junior College

## Program Resource Planning Process

### Fiscal Services 2019

#### 1.1a Mission

The mission of the Fiscal Services area is to provide superior fiscal and informational support, at all of our sites, to all of our students, faculty, staff, administration, the community, and all other interested parties.

#### 1.1b Mission Alignment

The mission of the Fiscal Services area encompasses the mission and values of the District. Without sound fiscal management, the carrying out of the mission of the District could not be properly completed.

#### 1.1c Description

Accounting is responsible for accounts payable, accounts receivable, general ledger, budget, student accounts, deposits, and all other fiscal matters in the District. The Mailroom is responsible for the processing of all incoming and outgoing mail for the District.

Both units serve students, faculty, staff, management, and the public community.

#### 1.1d Hours of Office Operation and Service by Location

The Accounting Office is open Monday through Friday, 8 a.m. to 5 pm.

The Accounting Office on the Petaluma Campus is open Monday through Thursday, 8 a.m. to noon.

The mailroom is open Monday through Friday, 8 a.m. to 5 p.m.

### 1.2 Program/Unit Context and Environmental Scan

The total non-personnel costs look high when compared to the District totals. This is because of the credit card fees, financial software maintenance fees, and District postage costs that come directly from the fiscal services area instead of being allocated across the various departments.

### 2.1a Budget Needs

The budget is allocated and used effectively. Various large items included in this budget are postage for the District, annual fees for the financial software maintenance costs, and credit card fees for all incoming credit card payments from students.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Accountant	40.00	12.00	General Ledger / Year-End Closing
Accountant, Restricted Prgms	40.00	12.00	Categorical Program Monitoring / Reporting
Accounting Specialist	40.00	12.00	Accounts Receivable
Accounting Specialist	40.00	12.00	Accounts Payable
Accounting Specialist	40.00	12.00	Measure H, Travel
Accounting Specialist	40.00	12.00	Cashiering, SIS
Account Technician II	40.00	12.00	Accounts Payable
Account Technician	20.00	12.00	Petaluma Cashiering
Clerical Assistant	40.00	12.00	Mailroom
Administrative Assistant II	40.00	12.00	General Administrative Support

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Senior Director, Fiscal Services (currently LOA)	40.00	12.00	Oversees Accounting, Payroll, and Mailroom
Manager, Petaluma Business Services	40.00	12.00	Manages Petaluma Business Services
Budget Coordinator, Confidential (currently LOA)	40.00	12.00	Budget Development / Monitoring
Interim Accounting Manager	40.00	12.00	Oversees Accounting and Mailroom while Senior Director, Fiscal Services is on LOA

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Worker	25.00	12.00	Cashiering / Clerical Work
Student Worker	25.00	12.00	Cashiering / Clerical Work
Student Worker	25.00	12.00	Cashiering / Clerical Work
Student Worker	25.00	12.00	Cashiering / Clerical Work
STNC - Account Specialist	25.00	6.00	Accounts Payable / to fill vacancy while a decision is made on the position

## 2.2d Adequacy and Effectiveness of Staffing

The staffing ratios of the Fiscal Services area are consistently below the District wide average, as are the average salary costs of the unit, showing a highly efficient and low cost program, especially taking into account the level of output coming from those areas. All current classified and management employees are being used effectively and efficiently. There is a need in this area is to reorganize the Budget Coordinator position to an Accounting Manager position in order to relieve the Senior Director, Fiscal Services from some direct supervisory duties and other projects/assignments.

Currently the Senior Director, Fiscal Services position is vacant while the incumbent is on a leave of absence and filling the Interim Vice President, Finance and Administrative Services position. Also, the Budget Coordinator position is vacant while the incumbent is on a leave of

absence and filling the Interim Accounting Manager position. Both leaves of absence are set to end on or before 5/31/2020.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0002	Santa Rosa	07	07	Budget Coordinator	Accounting Manager	Management

## 2.3a Current Contract Faculty Positions

Position	Description
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### 2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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### 2.3c Faculty Within Retirement Range

### 2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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### 2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

The Accounting Office is in need of digital signage in the Bailey Hall lobby to better inform and assist students, staff and faculty with general questions and procedures.

### 2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	04	07	ITG Funded - Digital signage for messages/info	1	\$2,500.00	\$2,500.00	Linda Close	Accounting, Bailey Hall	Linda Close

## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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## 2.5b Analysis of Existing Facilities

The Accounting Office on both campuses have been remodeled, are student friendly, and easily accessible for disabled students.

## 3.1 Develop Financial Resources

The Fiscal Services areas directly support the District in it's development of financial resources.

## 3.2 Serve our Diverse Communities

The fiscal services area has numerous employees from diverse backgrounds and promotes sensitivity to diversity, which is higher than the employee demographic data but lower than the student demographic. During the interviewing process, a minimum of one question about support and understanding of diversity is asked of potential employees in each interview, as well as asking for a statement on diversity in the original screening packet. This ensures that all applicants recognize how important the understanding and supporting of cultural differences are to the District and specifically, the Fiscal Services area. There are bilingual stipends offered to some of the employees in the areas that have a significant amount of student contact. Our area is a no tolerance area for any type of discrimination or harassment.

## 3.3 Cultivate a Healthy Organization

All Classified employees are encouraged to continue to pursue their educational goals using release time and tuition reimbursements, as well as attend conferences and other important opportunities to stay current in their areas.

## 3.4 Safety and Emergency Preparedness

Shannon O'Reilly is the Building Safety Coordinator for Bailey Hall, Santa Rosa Campus.

Some employees from the department have been doing trainings to ensure we are not only ready when there is a disaster but that the District will be able to seek reimbursement from CalOES and FEMA programs if necessary.

### 3.5 Establish a Culture of Sustainability

The Fiscal Services area has gotten the scanner and software necessary to move towards a long term paperless environment. The goal is to import files into the system rather than printing and keeping indefinitely. In the fiscal environment, it is impossible to go completely paperless, but we are attempting to be creative in our thinking of how to be as sustainable as possible. We are also undergoing a digital records project converting all long term stored files into digital format to eliminate old paper from the warehouse.

Further, we have gone paperless with budget transfers, employee reimbursements, mileage claims, and journals (transfers of expenditure) through our Escape Technologies financial software. We are currently in the process of converting our CalCARD reconciliations and travel requests/reimbursements to paperless with Chrome River software. Finally, we have created a paperless process for student refunds, reversals and charge requests.

### 4.1a Course Student Learning Outcomes Assessment

N/A

### 4.1b Program Student Learning Outcomes Assessment

The Fiscal Services area does not have or assess any student learning outcomes. This area is responsible for supporting students and employees in all fiscal areas. By doing this, we are helping our students and employees succeed.

### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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#### 4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Services to Students	X	X	X		X			X	X	X	X	X	X	X		X
Student Employees	X	X	X	X	X	X		X	X	X	X	X	X	X		X

#### 4.2b Narrative (Optional)

### 5.0 Performance Measures

#### 2017/18 Accounting Transactions Processed: 14,872

Budget Transfers	1,962
Interfund Transfers	392
Hourly Encumbrances	154
Cash Receipts	3,678
General Journals	1,983
PAFs	2,000 (est.)
Santa Rosa POs generated	375
Petaluma PO's generated	102
1099s generated	374
Invoices generated	2,247
Sponsorships Authorized	1,543

#### 2017/18 Checks Printed: 43,672

Accounts Payable	11,419
Clearing	71
Federal Student Funds	40
Foundation	5,898
Payroll Revolving	36

Revolving	3,370
Shone Farm Foundation	57
Student Funds	22,628
Student Loans	103
Union Bank	50

**2017/18 Pieces of Mail Processed: 339,742**

**2017/18 Budgets Entered: \$455,301,758 All funds**

**2017/18 Clearing Deposits: \$31,145,767 Santa Rosa & Petaluma**

**2017/18 Parking Money Counted: \$474,419**

**2017/18 Categorical Programs Monitored: 100+**

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	05	07	Sustainability	PAF's and Timesheets electronic	Three years	In process
0002	ALL	05	07	Sustainability	Employee Reimbursements electronic	Three years	Completed
0002	ALL	05	07	Sustainability	Travel Request / Reimbursements electronic	One year	In process, expected completion by 7/1/2019
0002	ALL	05	07	Sustainability	CalCARD reconciliations electronic	One year	In process, expected completion by 7/1/2019
0002	ALL	05	07	Sustainability	Financial Aid / Doyle Scholarship disbursements electronic/ACH	One year	In process, expected completion by 7/1/2019
0002	ALL	05	07	Sustainability	Student Charges / Reversals / Refunds electronic	One year	Completed
0003	ALL	05	07	Sustainability	Have all warehoused paperwork required to be kept be scanned in rather than hard copy	Three years	In process



## 6.2b PRPP Editor Feedback - Optional

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### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	05	07	Sustainability	Financial Aid / Doyle Scholarship disbursements electronic/ACH	One year	In process, expected completion 7/1/2019
0000	ALL	05	07	Sustainability	Travel Request / Reimbursements electronic	One year	In process, expected completion 7/1/2019
0000	ALL	05	07	Sustainability	CalCARD Reconciliations electronic	One year	In process, expected completion 7/1/2019
0001	ALL	05	07	Sustainability	PAF's and Timesheets electronic	Three years	In process
0003	ALL	05	07	Sustainability	Have all warehoused paperwork required to be kept be scanned in rather than hard copy	Three Years	In process